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USIB -D-39.7/8  
8 February 1965

## UNITED STATES INTELLIGENCE BOARD

## MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Quarterly Report on Progress re USIB -  
                   Approved Recommendations in USIB -D-39.7/5  
                   (Period: 1 October - 31 December 1964)

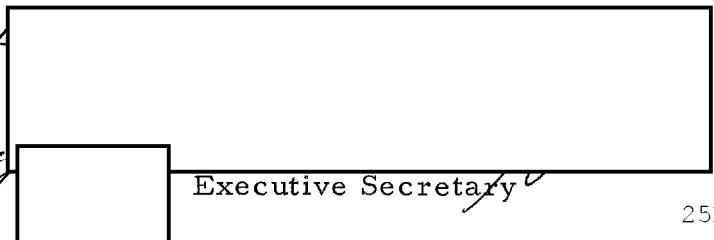
REFERENCES : a. USIB -D-39.7/7, 16 November 1964  
                   b. USIB -D-39.7/6, 6 May 1964  
                   c. USIB -D-39.7/5, 16 March 1964

1. The attached memorandum for the Chairman of USIB from the Chairman of the Committee on Documentation (CODIB) responds to a Board directive in reference b. to CODIB for a quarterly report on this subject. The attached paper reports on progress being made on the recommendations in USIB -D-39.7/5 (reference c.) as approved and amended by USIB in the attachment to USIB -D-39.7/6 (reference b.). This is the second quarterly report on this subject. The first quarterly report is contained in reference a.

2. It is not now planned to schedule this report on the USIB agenda for discussion unless specifically requested by a Board member to do so prior to close of business 15 February. In the absence of such a request, it will be considered for record purposes, that USIB "noted" the subject report on that date.

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*No requests received  
 Recorded in USIB-M-3  
 17 Feb 1965, Secretary  
 Tba.*



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Attachment

MORI/CDF Pages  
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GROUP 1  
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 declassification

S-E-C-R-E-T

CODIB-D-112/2  
5 February 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved  
Recommendations in USIB-D-39.7/5

REFERENCES: (a) USIB-D-39.7/5, 15 March 1964  
(b) USIB-D-39.7/7, 16 November 1964

1. Attached is a summary of activities and accomplishments of Task Teams, established pursuant to recommendations in Reference (a), during the period 1 October to 31 December 1964. A report for the previous period was contained in Reference (b).

2. Several factors such as the following have influenced the progress of the Task Teams: delay by many agencies in designating their representatives; frequent changes in representatives; considerable time devoted to preparation of Terms of Reference; limitations on time devoted to team problems due to conflict with members' regularly assigned duties; considerable education of team members to become familiar with their assigned problems. In spite of these delaying factors much effort has been expended and progress is being made toward identification of possible solutions to the problems of concern to the Task Teams.



for Paul A. Borel  
Chairman  
USIB Committee on Documentation

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Attachment

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CODIB-D-112/2  
5 February 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments  
of CODIB Task Teams  
1 October - 31 December 1964

I. CONTENT CONTROL

This Task Team is staffed with five members representing CIA, DIA, State, NSA and the CODIB Support Staff. The interests of Army, Navy and Air Force are being represented by DIA. There is no representation from FBI and AEC. Final Terms of Reference\* were formulated by the team and approved by CODIB on 15 October 1964. The team has had a total of eight working sessions, five of them during this quarter. The team has identified the major publishers of intelligence items and the primary distribution points through which these items flow. The processes and procedures at these points are now being examined to provide insights necessary in designing a scheme to indicate the subject and area content of an intelligence item to be applied at or near the point of publication. Toward this end briefings on document dissemination practices were provided by DIA, CIA, NSA and State. The team has initiated a review and analysis of existing subject and area codes with special emphasis on those used by analysts to express their intelligence interests. The Chairman of the USIB SIGINT Committee was briefed on the objectives and efforts of this Task Team and at his request other members of the SIGINT Committee were briefed and the Chairman is being kept informed of progress.

\* See attached list of Terms of Reference

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declassification

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## II - ITEM IDENTIFICATION

This Task Team is staffed with eight members representing CIA, DIA, Army, Navy, Air Force, State, NSA and the CODIB Support Staff. The FBI and AEC are not represented. Final Terms of Reference, including name change from "Bibliographics" Task Team, drafted by the team were approved by CODIB on 19 November 1964. Seven working sessions have been held to date, all of them during this quarter. Major emphasis was placed on providing team members with a common frame of reference from which to develop a plan for an inventory and standard identification of publications, document series, and other items of substantive intelligence. Present and planned item identification systems and activities of USIB member agencies are being reviewed and summarized. Elements which appear useful in identifying an item have been specified. These elements are being used to create a sample data base. A final determination of those elements essential to the unique identification of an item will be based on this effort. A method for categorizing intelligence items was devised and tested during creation of this sample item data base. This will aid in specifying useful categories for an intelligence item identification system.

## III - FOREIGN PUBLICATIONS

This Task Team is staffed with eight members representing CIA, DIA, Army, Navy, Air Force, State, NSA and the CODIB Support Staff. The FBI and AEC are not represented. Final Terms of Reference drafted by the team were approved by CODIB on 17 December 1964. The team has held one working session devoted primarily to orientation of the team members and finalizing of Terms of Reference. Plans were also made for a series of fact-gathering briefings at various activities which process foreign publications. Each member is now engaged in preparing a broad statement of his agency's current requirements for foreign publications and a description of how his agency uses, relies upon and values foreign publications as sources of information.

## IV - INSTALLATIONS

This Task Team is staffed with nine members or participants representing CIA, DIA, Army, Navy, Air Force, NSA, NMCSSC (National Military Command System Support Center) and the CODIB Support Staff. State, FBI

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and AEC are not represented. Final Terms of Reference formulated by the team were approved by CODIB on 17 December 1964. The team has held four working sessions. It has collected formats showing the elements used for installation identification by the various agencies represented, has prepared a partial list of publications which contain installation identification, and has agreed on a partial list of essential elements of installation identification.

#### V - BIOGRAPHICS

This Task Team is staffed by nineteen members, participants or alternates representing various elements of CIA, DIA, Army, Navy, Air Force, State, NSA, FBI, Immigration and Naturalization Service, Secret Service, Civil Service Commission and the CODIB Support Staff. Of the USIB agencies only AEC is not represented. Revised Terms of Reference prepared by the team are to be considered by CODIB at its January meeting.\* The team has held a total of four working sessions, three of which were during this quarter. The team has begun acquisition of information with which to identify and describe the biographic holdings of the USIB agencies, Immigration and Naturalization Service, Secret Service and Civil Service Commission. For this purpose the team toured and was briefed by the Army Counter Intelligence Records Center and by the Naval Counterintelligence Support Center. Information is also being acquired and assimilated on methodologies for processing biographic information and for structuring and automating of name files.

#### VI - RESEARCH AND DEVELOPMENT

This team is staffed with thirteen members or alternates representing CIA, DIA, Army, Navy, Air Force, State, NSA, DDR&E and the CODIB Support Staff. The FBI and AEC are not represented. Terms of Reference drafted by the team will be considered by CODIB at its January meeting. The team has held four meetings. It has prepared lists of intelligence data handling

\* Compare paragraph 4 Reference (b). CODIB wished to broaden the scope of the team's effort particularly in the positive biographic intelligence field and called for revision of the previously approved Terms of Reference.

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methodologies by type of application and by type of source data and has assigned tentative priorities for team's attention to the entries on these lists. A number of background papers have been written by members of the team and a bibliography of these and other pertinent reports has been prepared. Each member is now preparing information that will identify the organizations and personnel within his agency through which information processing R&D can be sponsored and coordinated. They are also preparing definition papers on subjects to which the team will give first-priority attention including Systems Management, Language Translation, Image Interpretation, Language Processing, Pattern Recognition, Document Retrieval, Information Storage and Retrieval, and Predictive Calculations.

#### VII - ANALYST COMMUNICATION

Mr. A. Sidney Buford III, State Department, recently accepted the chairmanship of this Task Team. Members have also been designated by CIA, DIA, Navy and the CODIB Support Staff. The Air Force has indicated that it hopes to look to DIA's Production Center pursuits as reflective of their interests. Army, NSA, FBI, and AEC have not designated members. A Statement of Initial Objectives for the team was drafted and circulated to CODIB. The team has not held a meeting to finalize Terms of Reference.

#### VIII - PHOTO CHIP

This Task Team is staffed with approximately 25 members, alternates or participants representing various elements of CIA, DIA, Army, Navy, Air Force and the CODIB Support Staff. There are no representatives from State, NSA, FBI or AEC. Terms of Reference formulated by the team were returned by CODIB on 17 November 1964 for minor revisions. Revised Terms of Reference will be considered by CODIB at its January meeting. The team held four working sessions of three days each which included tours and briefings at Foreign Technology Division, Defense Documentation Center, National Medical Library, and Documentation Incorporated. The team has completed initial drafts of six working papers on subjects pertinent to the photo chip inquiry. Arrangements are being made for further on-site inspections of operating photo chip systems and other related activities.

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IX - ADP SYSTEMS LIBRARY

This Task Team is staffed with eight members representing CIA, DIA, Air Force, State, NSA, National Bureau of Standards, and the CODIB Support Staff. Army, Navy, FBI and AEC are not represented. Final Terms of Reference drafted by the team were approved by CODIB on 17 December 1964. The team has held six working sessions during which it has reviewed the requirements for an ADP Systems Library as contained in the USIB directives, has examined carefully a draft DIA Instruction for reporting on ADP systems in DoD agencies, has considered in detail the elements of information necessary for a USIB-wide ADP Systems Library and has prepared a draft of an instruction manual which is now being reviewed by the team. CODIB has also directed this team, as a separate task, to consider the problem of establishing a uniform color code for magnetic tape reels to indicate security classification.

Attachment

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CODIB-D-112/2

5 February 1965

Approved Terms of Reference

CODIB Task Teams

I - Content Control	CODIB-D-111/1.1/2, 30 October 1964
II - Item Identification	CODIB-D-111/1.2/1, 4 November 1964
III - Foreign Publications	CODIB-D-111/1.3/1, 29 November 1964
IV - Installations	CODIB-D-111/1.4/1, 29 December 1964
IX - ADP Systems Library	CODIB-D-111/1.9/2, 29 December 1964

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS		DATE
1	EA / DCI		-/14
2	Chairman, USIB		16 FEB 1965
3	ExSec / USIB		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

**Remarks:**

1. The attached quarterly report from CODIB on progress regarding USIB-approved recommendations on Stage I of the SCIPS report is being circulated to the USIB for information.
2. Unless you or another Board member so request, the attached will not be scheduled for a USIB meeting, and will be considered as being "noted" by the Board.

		HERE TO RETURN TO SENDER		
		ADDRESS AND PHONE NO.		DATE
		ExSec / USIB		12 Feb
UNCLASSIFIED		CONFIDENTIAL		SECRET

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FORM NO. 237

Use previous editions

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\* U. S. GOVERNMENT PRINTING OFFICE: 1961 O-587282